

Arizona Department of Juvenile Corrections
Procedure No. 2003.10: ADJC Attendance/Tardiness
Effective: DRAFT
Prior Issue: N/A

Purpose:

All Arizona Department of Juvenile Corrections (ADJC) employees are expected to be at work on time. If an employee is unavoidably detained, s/he should notify his/her immediate supervisor/designee as quickly as possible, indicating the approximate time of their arrival.

Rules:

1. **ALL EMPLOYEES** who do not have prior approval by their supervisor or designee for leave (sick, vacation, comp., holiday, and flex) shall report to their work site before the start of their workday or assigned shift.
2. **STAFF** who will be unable to report to their work assignment on time shall contact their supervisor or designee in advance of the start of their workday or shift so that their supervisor is aware of the situation, as well as the approximate time of their arrival.
3. **ANY EMPLOYEE** who is considered late shall submit in writing to the supervisor or designee the reason as to why they were late. If indicated, the tardy employee and the supervisor or designee shall determine the manner in which the employee can make up the time (i.e. vacation, comp, or flex):
 - a. **THE SUPERVISOR OR DESIGNEE** shall recommend what disciplinary action if any, is necessary;
 - b. **THE SUPERVISOR OR DESIGNEE** shall take any mitigating factors into consideration;
 - c. **THE SUPERVISOR OR DESIGNEE** shall inform Payroll in the Finance Office of any adjustments in the employees leave time for processing.
4. **THE SUPERVISOR OF ANY EMPLOYEE** that has been tardy three times within a six month period of time shall:
 - a. Engage in a one on one verbal counseling session with the employee;
 - b. Document the findings of the one on one session in the employee's One-on-One File.
5. **THE SUPERVISOR OF ANY EMPLOYEE** that has been tardy four times within a six moth period of time shall:
 - a. Counsel the employee and submit the findings to the Human Resources Office for review and recommendations;
 - b. Reflect all of the findings in the employee's One-on-One file for inclusion in the employee's PASE.
6. **THE SUPERVISOR OF ANY EMPLOYEE** that has been tardy five or more times within a six month period of time shall:
 - a. Initiate corrective action in the form of a Letter of Reprimand and/or the following disciplinary actions:
 - i. Suspension;
 - ii. Demotion;
 - iii. Dismissal.

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Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: